



EMPLOYMENT OPPORTUNITY

POSITION: Community Program Specialist II (CPS II),
Coordinator, Volunteer Advocacy Services (VAS) Program
LOCATION: Fairview Developmental Center, Costa Mesa, CA
OFFICE: SCDD/AREA BOARD XI OFFICE
SALARY RANGE: \$4400 - \$5348
DEADLINE: Until filled
RELEASED: May 8, 2008

GENERAL DUTIES: The CPS II, Coordinator of the Volunteer Advocacy Services (VAS) Program, under the general direction of the Executive Director of the SCDD/Area Board XI Office, coordinates the Volunteer Advocacy Services (VAS) program at Fairview Developmental Center.

SPECIFIC DUTIES: Recruit, interview, screen, train, match, and support & supervise volunteers to provide advocacy services for residents of Fairview Developmental Center who do not have family or conservators. Provide direct advocacy services to residents with more complicated circumstances, or as the need arises. Interact extensively with Fairview Developmental Center management, staff, and committees; South Coast Regional Project; regional centers; community service providers; and families to resolve problems and coordinate the effective operation of the program. Maintain a management information system, develop reports, and keep the Area XI Board Executive Director informed of the status of the program and services provided.

DESIRED QUALIFICATIONS: Current CPS II certification list or transfer eligibility as a CPS II. Experience working with people with developmental disabilities; knowledge of laws and regulations pertaining to rights and services for people with developmental disabilities; excellent communication skills; ability to lead, motivate, and sustain a volunteer recruitment program; capable of working well independently, completing a variety of complex tasks in a timely and efficient manner; competent in basic computer skills of Word, Outlook, and Excel.

Education: Equivalent to graduation from college. (Supervisory or administrative experience in the field of developmental disabilities may be substituted for the required education on a year-for-year basis.) and:

Either

One year of experience in the California state service performing duties of the class of Community Program Specialist I.

Or II

One year of experience in the California state service performing budget, personnel, or administrative analysis duties in a class with a level of responsibility equivalent to that of Staff Services Analyst, Range C.

Or III

Two years of experience performing analytical staff work in the field of developmental/mental disabilities including such areas as direct client care programming, program planning, and implementation of services and supports, budget analysis, personnel management, or administrative analysis. All of this experience must include responsibility for defining problems, analyzing facts, and preparing recommendations for action with supporting material. (A Master's Degree in Public Administration, or a closely related field, may be substituted for one year of the required experience under Pattern III.)

How To Apply: Applications will be accepted from persons on the SROA List, employees from surplus status departments, state employees with lateral transfer eligibility, and persons eligible for appointment from a valid promotional or open Community Program Specialist II eligible list. **Persons who meet the “Desired Qualifications” but do not have list eligibility will be considered for a TAU (temporary) appointment.** All applications meeting these criteria will be screened and only the most qualified will be interviewed. Submit Cover Letter, Resume and State Application to:

State Council on Developmental Disabilities Area Board XI
2000 E. Fourth Street, Suite 115
Santa Ana, CA 92705
Attention: Susan Eastman, Executive Director (714) 558-4404

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